

Tribal Medicaid Administrative Match Regional Training – June 2006

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http://fortress.wa.gov/dshs/maa/mam/tribal/tribal_home.html

Overview : Part 1-Activity Codes & Time Study

- Basics of Medicaid
- MAM Activity Coding
- Time Study forms

Overview – Part 2: Billing, Payment and Audit Files

- Medicaid Eligibility Rate (MER)
- Billing Worksheets
- A-19 Invoice
- Audit files
- Wrap-up and Questions

MAM – What is it?

- Medicaid Administrative Match
 - Direct service vs. Administrative Expense
 - Outreach, Referral, and Facilitating Medicaid Eligibility Determinations
 - Federal Matching Rate
 - 50%

MAM - What is it? - Continued

- Tribal MAM Cost Allocation Plan

MAM Activity Coding

Activities – Standard Coding (Review the Guide in the Training Folder)

Practice Identifying Activities in Groups (See PowerPoint Handout)

THE QUIZ

HERE WE GO...

What's the best Activity Code for?

1. Developing a treatment plan for a patient who was seen for chronic back pain.
2. Tribal staff attending training on flu prevention.

What's the best Activity Code for?

3. Helping a client in the eligibility process for housing assistance.
4. A nurse reviewing patient charts to identify referral and/or follow-up service needs.

What's the best Activity Code for?

- 5. Evaluating plans to provide child care services during clinic hours.
- 6. Informing Medicaid eligible families about Early and Periodic, Screening, Diagnostic, and Treatment (EPSDT) services for children.

What's the best Activity Code for?

7. Attending training sessions about the Tribal MAM program coding.
8. Tribal staff participation at local fundraising event for new child care center.
9. Referring a tribal member to an eye doctor after an EPSDT visit.

What's the best Activity Code for?

- 10. Translating the application for food stamps into Spanish.
- 11. Tribal clinic doctor participating in a meeting to review a patient's need for parenting classes.

What's the best Activity Code for?

- 12. Arranging for a sign language interpreter to help during prenatal appointments.
- 13. Referring an individual to the local Community Service Office to apply for Medical benefits.

What's the best Activity Code for?

- 14. Clinic doctor participating in a community discussion on coordinating services for tribal patients with diabetes.
- 15. Arranging transportation for a Medicaid client to see a vocational counselor.

What's the best Activity Code for?

- 16. Developing strategies with DASA to improve the delivery of chemical dependency services for the tribe.
- 17. Referring Medicaid eligible tribal members to job training sites.

What's the best Activity Code for?

- 18. Clinic Nurse on vacation, out to lunch, or other "paid" time not at work.
- 19. Clinic doctor reviewing the medical need for a client to receive biofeedback therapy.
- 20. Conducting a health fair clinic on stress reduction and weight-loss programs.

What's the best Activity Code for?

- 21. Completing the request form to arrange transportation for a dental appointment.
- 22. Attending training on claiming MAM reimbursement, time study requirements and activity coding.

QUESTIONS



Time Study Forms

- Requirements
 1. Parallel Coding
 2. 15 minute increments
 3. One Work Week (Typically 5 Working Days)
- Quarterly Travel Log

Medicaid Eligibility Rate (MER)

- Determining the Medicaid Eligibility Rate (MER)

MER Certification Form

Documentation Required

Billing and Invoice

- Worksheet Completion
- Indirect Rate
- Preparing the A-19
- Verification
 - State/IHS Self Determination Funds
 - Federal Matching Funds

QUESTIONS



Getting Ready for an Audit

**BE PREPARED AND
ORGANIZED**

Why have an Audit File?

- Federal and State Requirement
- Documents needed for an audit must be retained for six (6) Years
- Paper File Required

What to Keep in the Audit File

Administrative Documents

- ✓ Legal agreements – Tribal MAM Contract
- ✓ Sub-contracts
- ✓ Cost Allocation Plan (CAP)
- ✓ CMS Claiming

Program Information

- ✓ Description of the Tribe's programs participating in MAM
- ✓ Job classifications for allowable activities

What to Keep in the Audit File- Continued

Employee Information

- ✓ Position descriptions for all tribal staff performing allowable activities (Code 7 and Code 9)

What to Keep in the Audit File-Continued

Claiming Documents

- ✓ Time Study forms
- ✓ Billing Worksheet
- ✓ Travel Log
- ✓ A-19 Invoices

What to Keep in the Audit File - Continued

● MER Files

- Narrative describing the source of client data used to create the MER file
 - RPMS data used?
- Total population served?
- Total Medicaid eligibles?
 - Copies of Medical ID cards
 - WAMed Web Printout
 - MEV/Envoy Printout

What to Keep in the Audit File - Continued

- **Payroll Reports**

- Documents showing the funding source

What to Keep in the Audit File - Continued

- **Training Materials**

- All materials/handouts used in training sessions
- Sign-in sheets or documentation of training completion

Wrap-up/Questions?

- Evaluation/Feedback Forms
- Email: sletttd@dshs.wa.gov
- Website:
http://fortress.wa.gov/dshs/maa/mam/tribal/tribal_home.html
- Questions